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Assistant Subject Leader - Person Specification

**[A] Training and Qualifications**

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|  | **Essential or Desirable** | **How/when measured?** |
| Qualified teacher status | E | A (Certificate) |
| Degree or equivalent | E | A  (Certificate) |

**[B] Experience of Teaching and Educational Leadership/Management**

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| --- | --- | --- |
|  | **Essential or Desirable** | **How/when measured?** |
| Specific aspects of leadership and management - evidence of specific areas of leadership and management, e.g:   * strategic planning; * subject/pastoral development planning; * monitoring and evaluation performance; * data analysis and target setting; * deploying, motivating and monitoring staff; * policy development and implementation | D | A/I/R |
| Teaching experience - evidence of good/outstanding classroom practice | E | A/I/R |
| Data Handling - evidence of intelligent use of data and tracking to improve the quality of teaching & learning and raise standard of attainment and achievement | D | I/R |
| Curriculum planning - evidence of change/development of departmental/school curriculum to bring about improvement in standards | D | A/I/R |
| Raising student attainment and achievement - evidence of own class, department or year group positive outcomes and strategies employed to address underachievement, particularly in closing the gap for key groups | E | A/I/R |

**[C] Professional Knowledge and Understanding**

***Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:***

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **How/when measured?** |
| Contributing to, and securing commitment to, a clear vision for an effective Catholic school | E | I/R |
| Current educational issues, including national policies, priorities and legislation | D | I/R |
| The process of strategic planning | D | I/R |
| Strategies for raising standards of attainment and achievement | D | A/I/R |
| The principles and practice of effective school self-evaluation including data analysis | D | I/R |
| The principles of effective teaching and assessment | E | I/R |
| Effective learning and teaching strategies | E | I/R |
| Creating and monitoring an innovative and high achieving curriculum | D | A/I |
| Strategies for strengthening a school’s links with the wider community including parents, carers and parish | D | A/I/R |

**[D] Personal and Professional Skills, Qualities and Attributes**

***Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:***

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **How/when measured?** |
| Build and maintain effective relationships | E | I/R |
| Demonstrate passionate belief in the ability of every student to achieve | E | A/I/R |
| Demonstrate leadership skills beyond post currently held | E | A/I/R |
| Demonstrate commitment to community cohesion and social inclusion | E | A/I/R |
| Think strategically to create a coherent school vision | D | I/R |
| Inspire, challenge, motivate and empower others to carry the vision forward | D | I/R |
| Demonstrate personal enthusiasm and commitment to the leadership process | E | I/R |
| Foster an open, fair and equitable culture | E | I/R |
| Manage conflict | E | I/R |
| Prioritise, plan and organise themselves and others | E | I/R |
| Think creatively to anticipate and solve problems | E | A/I/R |
| Listen to and reflect on feedback | E | I/R |
| Develop effective teamwork | E | I/R |
| Demonstrate an ability to communicate to a range of audiences and in a range of media. | D | I/R |
| Demonstrate high expectations and act as a role model | E | A/I/R |
| Demonstrate effective organisational skills and an ability to work under pressure and meet deadlines | E | A/I/R |
| Demonstrate drive, determination and resilience | D | A/I/R |

**[E] Application Form and Letter**

*The appropriate application form should be* ***fully completed*** *and legible. The letter should be clear, concise and related to the specifics of the post identified as ‘A’ above.*

**[F] Confidential References and Reports**

*Up to three referees should be nominated.*

*Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:*

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| --- | --- |
|  | |
| A positive recommendation from current employer | E |